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Central Intelligence Agency

Washington, D.C. 20505

OTE 87-3503

16 MAY 1987

Ms. Delores P. Burton

STAT [redacted]

Dear Ms. Burton:

Thank you for participating in the program we offered for our secretaries during Professional Secretaries Week. Your willingness to speak and to share your expertise contributed greatly to the success of the program. The attendees found your presentation both interesting and informative.

I hope we can continue to offer this kind of program. Our secretaries were exposed to a wealth of information, and we gleaned many ideas for possible revisions to our curriculum. As the opportunity arises, we will call on you to help us develop and present these revisions. In the meantime, if you have any questions or any other information you wish to share with us,

STAT please call [redacted].

Sincerely,

STAT [redacted]

Director of Training and Education

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